



## Notice of Vacancy

IPR# 42578

DATE: January 23, 2018

**TITLE:** Human Resources Associate, Opt. 1  
**OFFICE:** Region 3/District 5/Administrative Services  
**CONTRACT:** AFSCME – RC014

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:** Performs a variety of sensitive and confidential tasks involving payroll administration and diverse personnel-related activities on an ongoing basis consisting of but not limited to payroll, insurance, retirement, Deferred Compensation, and employment verification; ensures compliance with departmental safety rules.

**TRAINING & EXPERIENCE:** Requires knowledge, skill, and mental development equivalent to completion of two years of college or satisfactory completion of an agency approved training program; requires experience which has contributed to the development of knowledge, skills, and abilities which would typically be gained through one year of technical personnel work; requires knowledge of DCMS rules and regulations; requires the ability to maintain difficult technical records and files and to follow oral and written instructions; requires the ability to maintain a satisfactory working relationship with fellow employees, District management, and the general public.

**UNIT:** Personnel Services  
**LOCATION:** 13473 IL Highway 133 W., Paris, IL  
**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC-014-11  
**SALARY RANGE:** \$3,240 - \$4,592  
**CONTACT PERSON:** Angela Covert, Bureau of Personnel Management, 217/782-5594  
**SUBMIT BID TO:** Illinois Department of Transportation, Bureau of Personnel Management,  
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764  
Fax: 217/557-3134 or Email to: [DOT.CO.BPM.EmploymentApplications@illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@illinois.gov)

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, February 7, 2018**

**POSTED FROM:** Thursday, January 25, 2018 **TO:** Wednesday, February 7, 2018

**\*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: [DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV](mailto:DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV)**

\*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the [work4illinois](http://work4illinois.com) website.

\*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

**NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFER TO THE WORK4ILLINOIS WEBSITE AT [WORK.ILLINOIS.GOV](http://WORK.ILLINOIS.GOV) AND SELECT 'APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.**